GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Department of GSWS - Village / Ward Secretariats – Prior intimation to GSWS Department while giving promotions and deputations / OD arrangements of Village / Ward Secretariat Functionaries – Orders - Issued.

DEPARTMENT OF GRAMA SACHIVALAYAMS & WARD SACHIVALAYAMS

G.O.RT.No. 12 Dated: 18-08-2025

Read the following

1. G O Ms No.110, PR & RD (MDL.I) Dept., Dated:19.07.2019
2. G O Ms No.217, MA & UD (UBS) Dept., Dated:20.07.2019
3. G O Ms No.01, GSWS Department, dated: 25.01.2025
4. G O Ms No.03, GSWS Department, dated: 10.04.2025
5. G O Ms No.04, GSWS Department, dated: 17.05.2025
6. G O Ms No.05, GSWS Department, dated: 12.06.2025
7. G O Ms No.06, GSWS Department, dated: 23.06.2025
8. From the Director, GSWS, Vijayawada vide their e-file computer.No.2921427.

-******-

ORDER

In the references 1st & 2nd read above Government established 15004 Village / Ward Secretariats in the State to deliver services and benefits of Welfare Schemes to the citizens at their doorsteps. Government positioned 11 Functionaries in Village Sachivalayams and 10 Functionaries in Ward Sachivalayams of various line Departments.

2. In the references 3rd, 4thand 5th read above, Government have issued comprehensive guidelines on categorization of Secretariats, rationalization of functionaries and grouping of secretariats to utilize the services of functionaries at optimum level. It is one of the ways to remove the hurdles like uneven number of working strength in various secretariats in functioning of the system.

3. In the references 6th & 7th read above, Government have issued guidelines for transfers and postings along with rationalization of Functionaries working in Village / Ward Secretariats with a direction to position prescribed number of Functionaries as prescribed in the references 3rd, 4th & 5th read above. Moreover, maintaining the prescribed number of functionaries either General Purpose or Specific Purpose against each secretariat is mandatory. The rationalization itself promotes synergies among functionaries who are positioned and their presence is mandatory. It serves the purpose of faster delivery of services and realization of Swarna Andhra vision 2047.

4. In the reference 8th read above, the Director, GSWS, Vijayawada has stated that certain instances come to notice that some of the Departments are issuing orders for Deputations and OD arrangements without knowledge of the GSWS Department and many cases even in violation of guidelines issued in G.O.Ms.No.03, GSWS Department, dated: 10.04.2025 & G.O.Ms.No.04, GSWS Department, dated: 17.05.2025. In certain instances, promotions were given without to the notice of GSWS Department. It dampens the spirit of cohesiveness and coordination of

PTO

various line departments in serving the public. Hence the Director, GSWS, Vijayawada has requested the Government to issue necessary orders on giving promotions, deputations / OD arrangements of Village / Ward Secretariat Functionaries.

5. Government after careful examination of the matter, hereby issues the following instructions:

A. While giving promotions, intimation to the GSWS department is needed. While undertaking deputations / OD arrangements of Village / Ward Secretariat Functionaries prior approval is needed.

B. The Line Departments shall take prior approval of the GSWS Department while moving any functionary for effective coordination in speedy delivery of services under the umbrella of GSWS department.

C. All the Line Departments which are related to Village / Ward Secretariat Functionaries shall not issue Orders for Deputation / OD arrangements of Functionaries without prior approval of the GSWS Department.

D. All functionaries who are attached to Village/Ward Secretariats shall work in those Secretariats and mark their Bio-metric Attendance in HRMS portal without fail.

E. The Drawing & Disbursing Officers of either Village Secretariats or Ward Secretariats or any other departments shall not pay salaries to functionaries who are on unauthorized deputations / OD arrangements.

6. The Director, GSWS, Vijayawada shall create a digital workflow in HRMS to process any requests for intimation of promotions, prior approvals for deputation / OD arrangements, so that they are cleared expeditiously.

7. The Director, GSWS, Vijayawada, the HoDs of the Line Departments and the District Collectors / Appointing Authorities shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

BHASKAR KATAMNENI
SECRETARY TO GOVERNMENT

To
The Director, GSWS, Vijayawada.
The Spl. Chief Secretary/Prl. Secretaries/Secretaries of the Departments of PR&RD, MA&UD, Social Welfare, Tribal Welfare ,Revenue, Agriculture &Cooperation, Animal Husbandry, Dairy Development & Fisheries, Home and Health, Medical &Family Welfare, AP Secretariat.
All the District Collectors.
All the HoDs of Line Departments (through the Director, GSWS)
Copy to:
PS to Secretary to Hon'ble Chief Minister
OSD to Hon'ble Minister (Sachivalayam & Village Volunteer).
PS to Chief Secretary.
Sc/sf

// FORWARDED :: BY ORDER //

SECTION OFFICER